

Executive Assistant Job Description



POSITION SUMMARY

This executive assistant position provides support for the owner of a busy catering and events company through a variety of ongoing and special projects. The position requires a highly structured individual who is comfortable with a fast pace and frequent change. The ideal candidate must be skilled in the art of sorting through extraneous details and devising a plan of action to create trusted and transparent systems of communication. This individual will be ultra-organized, even tempered and have a spirited personality geared toward maintaining interpersonal relationships. This candidate will be an individual who values finishing projects and getting things done. Experience assisting an entrepreneur in a creative or hospitality field is preferred.

ESSENTIAL FUNCTIONS

- Catch action items and sift through Owner's work stream to:
 - Determine which items can be distributed to others
 - Finish those items or outsource them for others to complete
 - Track and report on completion
- Perform and track client follow-up & general communication per Owner's instruction
- Track regular tasks and schedule them for Owner's attention and completion
- Attends meetings with Owner to capture to-dos and keep things moving
- Ensure file system and Owners office is set up for maximum functionality.
- Provides additional support for Sales, Coordination and Marketing departments through a variety of ongoing and special projects as directed by the Owner
- Weekly maintenance and updating of financial metrics dashboard.

CORE COMPETENCIES

- Effective multi-tasking and follow-up skills
- Solid planning and problem-solving abilities
- Accuracy and a precise attention to detail
- Strong organization and office administration skills
- Ability to anticipate future needs and challenges and communicate those in a timely manner.
- Ability to work with inflexible timelines
- Strong verbal communication and telephone skills

- Effective customer service skills
- Shows strength at maintaining interpersonal relationships and communicating with confidence

JOB REQUIREMENTS

Education, Training & Experience:

- Minimum 2 year degree, 4 year degree preferred
- Minimum of 2 years administrative or project management required
- Excellent verbal and written communication required
- Mastery of Excel MS Office Suite a must
- Experience working with profit and loss statements and developmental financial metrics preferred

PHYSICAL REQUIREMENTS

- Moderate level of mobility required; walking, standing, occasional lifting, etc.

WORK ENVIRONMENT

- Business casual work environment, partially in an office partially from home. Driving required, must have a personal vehicle
- Extended and varied work hours (including weekends) to meet business needs
- Part time position- 24 hour work week Mon-Thurs 6 hour days.
- Benefits: Medical, dental, vision and life insurance. Mileage reimbursement, paid time off and sick time

Equal Employment Opportunity (EEO): It is the policy of Herban Feast Inc. that all employees and applicants be afforded equal opportunities in employment without regard to race, color, sex (including gender identity and gender stereotypes), national origin, religion, disability, or retaliation for engaging in an EEO protected activity. The Company prohibits discrimination or harassment based on any of these categories, as well as on age, genetic information, sexual orientation, marital status, status as a parent, military service, or any other bases protected under applicable local, state, or federal law.